

Setting User Permissions

If a user needs their permission levels changed or updated after account creation, you can edit their account settings. First, navigate to the Admin tab. Select Users from the Site Data column. Use the search bar or manually locate the desired user and click Edit. Then, select the Permissions tab.

User permissions are set at either a Site-Wide or an Area specific level. There are three basic permission levels: Can View Restricted Policies, Can Create and Edit Policies, and, finally, the ability to Manage Policies. Selecting a higher level permission will automatically assign all lower levels.

Different permission settings can be set across different Areas, as desired.

The Site-Wide option will apply the selected permission level across every Area within this site. Additionally, the Site-Wide drop-down is how you can assign Site Administrator permissions for a site.

For more details on the actions users can take at each permission level, you can click the Permission System link above the Site-Wide drop-down.

When everything looks good, click Save Changes and the user's permissions will be updated.